

JUDGE BRISKMAN'S PREFERENCES FOR TRIAL EXHIBITS

In preparing exhibits for hearings before Judge Briskman label-type exhibit tags are preferred. These should be used on the face of the exhibit. Tabs should still be used to separate the exhibits in the binders.

Templates for the labels are available on-line at Avery at no charge, however registration is required. A separate exhibit list is still required with each set of exhibits.

Go to the Avery website for the label templates

<http://www.avery.com/us/software/index.jsp>

Click on Blank Template Library

Click on Identification Labels

Chose the label style:

Multi-use labels -1/2" X7/8" 27 labels per sheet- Item no. 5109

Click on the label style

Click on Download template.

Follow the instructions for saving the file.

The information required on the labels should identify the following, in the following order:

The presenting party (*i.e.*, Plaintiff, Defendant, Debtor etc.)

The **number** of the exhibit if filed by the **Plaintiff**

The **letter** of the exhibit if filed by the **Defendant**

Case name

Case number (main case or adversary)

For example:

PLAINTIFF 1
JOHN DOE
6-BK-1234

DEFENDANT A
JOHN DOE
6-BK-1234

PLAINTIFF 1
JOHN DOE
6-AP-777

DEFENDANT A
JOHN DOE
6-AP-777

BINDERS

Each party may tab and compile their exhibits in binders not exceeding 2.5 inches in spine size. If a single exhibit exceeds 2.5 inches in size, it may be placed in a separate binder. Each binder must be marked on their covers and spines to identify the party presenting the exhibits and the exhibits included within the binder (*i.e.*, Plaintiff's Exhibit Binder I containing Exhibits 1 through 20).

Label templates for binders:

Print or Write Durable Labels 1-1/3" X 4 (spine)

Multi-Use Labels 4 X6 (cover)